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RS-M-5
16 September 1953

REFERENCE SUBCOMMITTEE OF THE ADVISORY COMMITTEE ON FOREIGN
LANGUAGE PUBLICATIONS.

Minutes of Meeting held in the Office of Naval Intelligence, Room
2D833, the Pentagon, 1030-1200 hours.

PRESENT:

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[REDACTED] CIA Librarian, Chairman
[REDACTED], CIA Library, Secretary
[REDACTED] CIA

Lt. Col. George G. Maxfield, Doc. Ly., G-2
Miss Virginia M. Floyd, Doc. Ly., G-2
Mrs. Mae M. Leader, Doc. Ly., G-2
Mr. Arthur R. Berthold, IR, State
Mr. Lewis M. Bright, IR, State
Captain Robert C. Laidlaw, D/I, USAF
Mrs. Katherine C. Walford, ONI
Lt. j.g. F. E. Papin, ONI
Mr. William R. Hudson, ONI

Approval of Minutes.

1. The minutes of the meeting of 19 August 1953 (RS-M-4)
were approved.

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Survey of Lexical Materials.

2. Copies of the Inventory of Selected Ukrainian Lexical Materials (RS-I-3) and the Inventory of Selected Bulgarian Lexical Materials (RS-I-4) have been distributed to the Subcommittee members for the use of their agencies. The draft manuscript for the Roumanian inventory is nearly completed; the Hungarian and Czech inventories will probably be completed by 9 October 1953; the Russian inventory is 60% completed.

AFON-CIA Joint Indexing Program.

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3. [REDACTED] reported that the CIA Library indexing of Air Force documents on the ozalid masters is expected to be implemented 15 October 1953. AFON will maintain an IBM card file serviced by machine facilities. [REDACTED] indicated that the Intelligence Subject Code is to be printed by 15 November 1953.

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Intelligence Publications Index.

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4. [REDACTED] reported that the October 1953 issue of the Intelligence Publications Index will contain the announcement that future issues will index "finished intelligence" reports.

Foreign Periodical Indexing Requirements.

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5. [REDACTED] suggested that the Subcommittee members investigate the requirements of their organizations relative to the reference need for an index to selected foreign language periodical or serial publications, not currently indexed, to support national intelligence research programs. A sample survey of this type for a few countries was made by the CIA Library in May 1952 (Tab A) for the purpose of determining the areas of agreement for an indexing program. [REDACTED] recommended that such investigations be conducted by Subcommittee members to determine indexing requirements by geographic areas, subjects, form of indexing and selected periodical or serial titles prior to a joint meeting with the Procurement Subcommittee.

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As a collateral activity efforts should be made in each agency to determine which foreign language periodicals or serials should be preserved in original form or on microfilm as a joint activity of the intelligence community libraries to conserve microfilming or binding efforts and to provide for a greater degree of storage space saving.

L R Bibliographical Clearinghouse.

6. Mr. Bright reviewed the history and status of the Bibliographical Clearinghouse program begun in 1951 as a means of conserving the bibliographical effort. Of the thirty-eight libraries which indicated an interest in the program, eleven have actually participated. It was agreed that an effort should be made to increase the number of libraries participating. A letter with a list of unpublished bibliographies available through the Clearinghouse will be sent from L R to the original thirty-eight libraries to encourage their participation. Lists of classified bibliographies will be distributed to IAC libraries only.

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Secretary
Reference Subcommittee

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